

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 12-144

OPEN TO:	In-House Candidates Only	OPENING DATE:	August 29, 2012
POSITION:	Guard (Receptionist), FSN-4; FP-AA*	CLOSING DATE:	September 11, 2012
POSITION NO:	L-56881		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary) (Position Grade: FP-AA to be confirmed by Washington) *Ordinarily Resident: Rs.470,075 p.a. (Starting salary) (Position Grade: FSN-4)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Guard (Receptionist) in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent controls vehicular and pedestrian access to the Consulate General Building and keeps the Regional Security Officer and Security Investigators up to date on all security related matters. Incumbent serves as a receptionist at the Consulate General and is in charge of all screening/scanning and x-raying of incoming mail/packages and visitors.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** Minimum of two years of progressively responsible clerical or receptionist experience is required. One year of customer service experience is also required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and level IV (Fluent) Reading/Writing/Speaking of Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good clerical/receptionist knowledge. Must have knowledge of x-ray machine operations; walk-thru/handheld metal detectors and CCTV monitoring.
- 5. ABILITIES & SKILLS:** Incumbent must have the ability to maintain logs. Must have good interpersonal and communication skills, must maintain excellent customer service, and should be security conscious. The ability to tactfully handle difficult visitors is required. Must be able to direct visitors to the appropriate offices/sections and ensure that proper access control procedures are followed. Basic computer skills are required. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at PakJobs@state.gov . While submitting through email, the Vacancy Announcement Number (12-144) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. Please do not attach any documents with your application at this stage, you will be advised when your documents are required. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 11, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.